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## Purpose of this Guide

This Tournament Director guide is intended as a tool to assist tournament directors in the planning of Pickleball Canada sanctioned tournaments; however, it can be used for the planning of an unsanctioned or a Pickleball Canada supported tournament as well. It provides an easy to follow step by step checklist and your experienced Pickleball Canada staff are available to answer any questions you may have along the way.

For any questions, please contact us at [tournaments@pickleballcanada.org](mailto:tournaments@pickleballcanada.org).

Now, let's start planning!

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### 1. Appoint a Tournament Director and/or Co-Tournament Directors

1. Read the "[Requirements for a Sanctioned Tournament](#)"
2. Choose/Appoint the Tournament Director
3. Select a Tournament management system. For tournaments with more than 50 players the tournament director is highly encouraged to use a Pickleball Canada approved tournament management systems: Currently there are two approved Pickleball Tournament software systems [pickleballtournaments.com](http://pickleballtournaments.com) and [pickleballbrackets.com](http://pickleballbrackets.com). These software systems assist with the control and reporting of the tournament.
4. Select tournament dates and consider nonconflicting dates with other tournaments in your area.
5. Set opening/closing dates for registration. Allow sufficient time before the starting date to prepare brackets and seed the players.
6. Determine the registration fees and establish a fair refund policy which will depend upon your financial commitments.
7. If you choose to use a Tournament Management system [create a PayPal account](#) keeping in mind that there are additional charges for this service. Select the Business Standard account during the creation process which will allow you conduct normal business and create invoices to send to your sponsors for their records. Be sure to complete the registration process fully and link the PayPal account to your organization's bank account. REMEMBER: your bank account can only be linked to a single PayPal account.

## 2. Choose a Venue

1. **IMPORTANT** Number of courts and the number of days will be a deciding factor on how many players and/or events the tournament can accommodate.
2. Choose an approved format and events (WD, MXD, Singles, Age, Skill, etc.). **DO NOT** have conflicting events on the same day i.e. Men's Singles and Doubles.
3. Decide on the number of participants in each event (set parameters) based upon the size of the venue, the number of hours you plan to play each day, the type of matches i.e. 2 out of 3 to 11 points win by 2, takes longer than other formats. Rule of Thumb for double elimination: number of matches in a bracket equals twice the number of teams minus 2 i.e. for a 16 team bracket  $(2*16)-2=30$  matches. Only use Round Robin for 4 or 5 Teams.
4. Permanent nets preferred but most large or indoor tournaments use temporary courts/nets.
5. Check for Wi-Fi availability and electrical outlets. **IMPORTANT** if you are planning to use a public wifi access point be prepared for interruptions. Consider the use of a Wi-Fi Hotspot available on short term rental to avoid interruptions.
6. PA/Sound system
7. Lights
8. Room for and availability of vendor/sponsor spaces/tables
9. Restrooms
10. Confirm with the venue regarding the need of approved food vendors if any.
11. Consider surface conditions and ability to control players tracking debris onto the courts

## 3. Create a Budget

1. Decide on compensation if any for referees and/or referee management team
2. Factor cost related to the use of tournament management software  
If you have created a PayPal account include the cost in your budget planning process. Currently, those costs are 2.9% of the transaction value plus \$0.30 per transaction i.e. on a \$50 entry fee, your costs would be \$1.45 plus \$0.30 for a total \$1.75. Consider including these costs in your refund policy since PayPal will retain these costs on any refund executed after 30 days
3. Court rental
4. Medals and/or rewards
5. Food, water
6. Supplies (tape, scissors, paper, pencils, etc...)
7. Goodie bags, T-shirts (if any)
8. Wristbands for first servers
9. Buy portable nets if needed
10. Portable toilets
11. Prize money (if any)

## 4. Sanction the Tournament

1. Submit Sanctioning Request Form at least 60 days prior to tournament date (Sanctioning Requirement)
2. You need to submit your sanctioning payment in order to receive formal, final sanctioning approval.
3. The Certificate of Insurance can be downloaded if required by the owner of the venue. **THIS INSURANCE IS ONLY VALID IF YOU HAVE RECEIVED PRIOR APPROVAL FROM PICKLEBALL CANADA.**

4. Familiarize yourself with the Sanctioning requirements, and IFP Rules Handbook

## 5. Create a Flyer with Complete Tournament Information

You can find templates for flyers online for most document production software with a simple search. The following is a list of items you may want to include in the flyer:

1. Tournament title
2. Registration and entry event fees
3. Tournament format of Pickleball Canada approved events
4. Date(s) and times of tournament
5. Website where and how to register
6. Approved tournament ball used  
See the [approved ball list](#) of the International Federation of Pickleball
7. Contact information for questions regarding registrations and tournament info
8. Location and directions to venue
9. Sanctioning Logo/Tier Level (will be emailed to you after sanctioning approval and fee have been paid)
10. Rain day plan

## 6. Posting on Websites

After sanctioning has been approved Pickleball Canada will advertise and list tournament info (and flyer) on the Pickleball Canada Tournament Calendar.

We will require the following information as a minimum!

1. Registration information
2. Contact information
3. Players needing partners
4. Players list
5. Events
6. Directions
7. Lodging/Accommodations information
8. Cancellation policy
9. Rules/format of play
10. Any other info pertaining to your tournament
11. Waiver

## 7. Solicit Volunteer

Recruit volunteers from your local Pickleball clubs. Your needs will depend upon the number of players, referees, the venue and the length of your playing day. Referees are a significant impact on any tournament especially since Pickleball Canada sanctioned tournaments require referees for every medal match and for every match at the National Tournament. Be sure to conduct a Referee training program leading up to your tournament. Volunteer management can be done through a Tournament Management Software

Volunteers Needed:

1. Front desk/check-in desk/event desk (at least 2) for small tournaments
2. Referee Coordinator(s)
3. Score poster (1)
4. Announcer (1)
5. Safety/medical (2)

6. Food/snack table (1)
7. Vendor/sponsor coordinator
8. Set up/clean-up crew (2)
9. Choose a referee management process/Referee coordinator (can be done on Tournament Management Software)
10. Registrations (someone familiar with the software if using Tournament Management Software)
11. Bracket committee (preferably people who know a lot of players/different skill levels)
12. Somebody to sing the National Anthem
13. Volunteer for the Pickleball Canada registrations desk

## 8. Supplies

1. Computers. At least 2 but they do not need to be the latest technology. We do not recommend using personal equipment that may contain personal information such as banking or medical.
2. Printer to print score sheets and results
3. Uninterruptible Power Source for the printer if you are concerned about power interruption.
4. Referee Clipboards/One for every court
5. Stopwatches for referees. IMPORTANT to control play
6. Balls (Cost saving Tip: ask manufacturers for donation)
7. Wristbands (Cost saving Tip: only give to first server during check in)
8. Medals (order 2 to 3 months in advance) For Doubles events, make sure to order 2/team
9. Snacks for players
10. Bottled water
11. Paper plates, napkins, forks, knives, plastic cups, utensils
12. Pencils/markers/tape
13. American/Canadian Flag
14. Board to post paper brackets
15. Legal size paper to print brackets
16. Ream of paper cut 1/2 to print match score sheets.  
TIP: get the paper cut at the store where you buy it for a few dollars.  
You will need a full sheet cut in half for each match in the tournament
17. Referee board/magnetic name tags to control referee.
18. Medal stand/PODIUM to take medals photos
19. Pickleball Canada banner

## 9. First Aid Recommendations

1. Find and schedule volunteers to work the first aid station (first aid/CPR training preferred). You may want to consider contracting with St Johns Ambulance or similar organizations at a cost.
2. If outdoors, establish a covered medical space (tent) and clearly mark it
3. In indoors, establish a medical space near the courts and clearly mark it
4. Have a basic first aid kit (bandages, gauze, medical tape, etc)
5. Determine if an AED unit is on property. If so, make sure the 1st aid team knows where it's located
6. Paramedic or EMT shears (scissors)
7. Splinter forceps (tweezers)
8. Standard oral thermometer: digital, mercury, or alcohol
9. Wooden tongue depressors ("tongue blades")
10. Small flashlight (and spare batteries)
11. CPR mouth barrier or pocket mask (such as a Microshield X-L Mouth Barrier)
12. (hypoallergenic or latex) surgical gloves (at 2 pair); if you are allergic to latex, bring non latex, synthetic, nonpermeable gloves
13. Rescue blanket
14. Cell phone
15. Incident Report forms and a pen (Pickleball Canada sends a copy to all tournament directors)
16. Ziploc bags (to hold ice for ice packs)
17. WATER and sports drinks with electrolytes are even better
18. EMERGENCY PHONE to call 9-1-1
19. WEATHER: Playing in hot conditions watch for signs of Heat Stroke and remind to hydrate frequently and review Canadian Occupational Health Guidelines [http://www.ccohs.ca/oshanswers/phys\\_agents/humidex.html](http://www.ccohs.ca/oshanswers/phys_agents/humidex.html)
20. Ensure player bags are off the ground to minimize trip hazards
21. **DO NOT ADMINISTER MEDICATION TO PLAYERS**

## 10. Marketing

1. Determine your needs & Goals
  - a) Create a flyer
  - b) Distribute your flyer within your local community
  - c) Send your flyer to other Pickleball Communities
  - d) Use Social Media such as Facebook and Twitter to get the word out
  - e) Post your Tournament and flyer on the Pickleball Canada Calendar
2. Do you need sponsor revenue?
3. Does the revenue fall to your club or will some/all offset event cost?
4. What type Sponsor Revenue
  - a) Cash versus In-Kind donations. Sponsors are more open to donating products.
  - b) Examples of goods & services donations: water, player shirts, pickleballs, etc...
  - c) Items for raffle or silent auction
5. Create a Sponsorship Package to present to potential Sponsors
  - a) Create a vendor agreement that both parties sign
  - b) Contact possible vendors/sponsors
  - c) Make sure to have tables and chairs available
  - d) Pickleball Canada Promotes Free Trade and encourages Tournament Directors to have a wide range of vendors present at the tournament

## 11. Player Registrations

Registering players can be time consuming and tedious for tournament volunteers because you must maintain a register, accept payment, acquire a liability waiver. Then should a player withdraw you may need to provide a refund. For these reasons Pickleball Canada recommends that Tournaments use Tournament Management Software. For a minor cost the players can :

1. Register On-line
2. Sign a Waiver
3. Make their payment thru a payment system
4. Find a Partner

The Tournament Management Software provides the Tournament Director and Registrar with a wide range of capabilities which include:

1. Advertising!
2. Managing Registrations and the ability to restrict players based upon membership, age, skill, other events entered
3. Managing Waivers
4. Receiving Payments
5. Communicating with players individually and in bulk
6. Ratings searches against the IFP Ratings Database
7. Membership confirmation; and
8. Capability to Plan and Manage the Tournament Day
9. Rating recommendation reports
10. Financial Reports and
11. Players Results reports

## 12. Bracket Committee/Seeding of Brackets

This should be a team of relatively experienced players with a broad knowledge of the game drawn from all skill levels.

1. Meet after registrations have closed and several days before the tournament dates
2. Agree on a process
3. Considering bracket size make a recommendation for how it should be played
4. Identify the top 10-25 percent of the bracket and seed
5. Seed the remainder of the bracket
6. Move to the next bracket
7. REMINDER – Seeding is NOT a perfect science and should NOT be shared with the players for a variety of reasons.

The Tournament Management Software should have the capability to check that players from the same club do not play each other in the first round. It is very disappointing for players to travel to a tournament only to face a player from their own club in the first round.

## 13. Day Before the Tournament

1. Confirm the Operation Desk processes with the Operations Coordinator
2. Check the functionality of your computers, printers and communications equipment at the site. IMPORTANT: do not use public Wi-Fi to support your tournament
3. Confirm Referee Desk operation with the Ref Desk Coordinator
4. Tape Courts if needed (Official Measurements), set up nets, tables for registration, vendors, food, etc.
5. Put up any promotional/sponsor banners if any
6. Post the brackets on the board so participants and spectators can keep track as the tournament progresses
7. Put up signage for check in, numbers of courts, restrooms, snack table, etc.
8. Post the schedule for upcoming events/days

## 14. Daily Operations

1. Have players check in at least 30 minutes before the start of the brackets
2. Have hard copies of blank waiver forms available at check in
3. Registration fees MUST be paid before participants can play
4. Participants MUST signed the liability waiver before they are allowed to play
5. All players have to be Pickleball Canada members (Sanctioning requirements)
6. Inform players [IFP rules apply](#)
7. Inform referees to check equipment for compliance (List of Approved Paddles)
8. Welcome players to the tournament
9. Thank all the volunteers/Wish good luck to all participants
10. Start the tournament on time
11. Start all available courts with games and keep them occupied throughout the tournament. Every minute a court is unoccupied is an additional minute in your day.
12. Have warm up courts available if possible
13. Limit warm up time to 2 to 3 minutes
14. Let participants who are “on deck” know, so they can start their warm up and be ready to play when match is called
15. Award medals to the winners of each event

## 15. During Tournament

1. Currently, Pickleball Canada sanctioned tournament requires a referee for every Medal match. However, the Canadian Nationals Tournament must have a referee for all matches.
2. Ensure brackets run on time, no empty courts This is achieved by Referees/Players promptly returning the score to the Desk and the desk staff promptly posting it. IMPORTANT: every minute delayed handling is a minute added to your day!!
3. Make necessary adjustments to events if there is time constraint/rain
4. Keep announcements to minimum
5. Run the tournament and address any and all questions that come up during the event.
6. Check in with your vendors/sponsors/players for feedback
7. Have incident reports available in case of serious injuries. If an injury occurs during play, fill out incident report and pass on to Pickleball Canada
8. Have an updated official rules [IFP Rules Handbook](#)
9. Have a Pickleball Canada membership forms for players who wish to join the Pickleball Canada or renew their membership

## 16. After Tournament

1. Pay your bills promptly
2. Submit results to [tournaments@pickleballcanada.org](mailto:tournaments@pickleballcanada.org) within 10 days so the results can be posted (sanctioning requirement) and if reporting is delayed report the expected response date ASAP. The reporting can be easily completed through the reporting capabilities of the Tournament Management Software. This information must include Pickleball Canada member numbers to ensure accurate identification.
3. Conduct an After-Activity meeting of your tournament committee to identify the successes, failures and recommended changes and share these with us at [tournaments@pickleballcanada.org](mailto:tournaments@pickleballcanada.org)
4. Your committee may want to conduct a survey players and volunteers and seek their input for improvements
5. Keep All documentation/paper on brackets and results until all result posting completed by the Pickleball Canada Tournament Chair



## 17. Weather - Safety

The Tournament Director will ensure the following safety conditions are maintained:

### Weather Conditions

Extreme weather conditions (lightning, wind, rain, weather warnings) may be declared before the start of matches or may be put into effect at any time on all courts. Once notified that extreme weather conditions have been declared, officials will inform players immediately and play shall be suspended.

- When the weather is no longer considered extreme, matches can continue.
- Generally, heat conditions are considered to be extreme when the Heat Index (a combination of air temperature and relative humidity) meets or exceeds 34.0° C (93.2° F), as indicated by the chart below.
- When the Heat Index meets or exceeds 40.1° C (104.2° F), all play shall be suspended.
- However, the referee may use his/her judgment and declare that extreme weather conditions are in effect at a lower Heat Index if he/she feels that the safety of the players justifies doing so.

### Court Conditions

Pickleball Canada recommends building structure and surface conditions be considered during all events. Tournament Directors may deem conditions unsafe and cancel play based on slippery surfaces, or unsafe play surfaces and structures surrounding the event.

### Rest Periods

The following guidelines should be observed in order to ensure proper pace of play and rest between matches:

- Between singles matches, players shall be entitled to a rest period of 20 to 30 minutes.
- Between a singles and a doubles match, or between two doubles matches, players shall be entitled to a rest period of 10 - 15 minutes.
- Ideally 30 minutes rest will be given before and between playoff matches involving one or more of the same players.
- The Tournament Director has the authority to modify the above guidelines in view of special circumstances (time constraints, weather, other factors), respecting players' safety.

Air temperature											
	21.1°C 70°F	23.9°C 75°F	26.7°C 80°F	29.4°C 85°F	32.2°C 90°F	35°C 95°F	37.8°C 100°F	40.6°C 105°F	43.3°C 110°F	46.1°C 115°F	48.9°C 120°F
Relative humidity	Heat Index (combined index of air temperature and relative humidity)										
<b>0%</b>	17.8°C 64°F	20.6°C 69°F	22.8°C 73°F	25.6°C 78°F	28.3°C 83°F	30.6°C 87°F	32.8°C 91°F	35°C 95°F	37.2°C 99°F	39.4°C 103°F	41.7°C 107°F
<b>10%</b>	18.3°C 65°F	21.1°C 70°F	23.9°C 75°F	26.7°C 80°F	29.4°C 85°F	32.2°C 90°F	35°C 95°F	37.8°C 100°F	40.6°C 105°F	43.9°C 111°F	46.7°C 116°F
<b>20%</b>	18.9°C 66°F	22.2°C 72°F	25°C 77°F	27.8°C 82°F	30.6°C 87°F	33.9°C 93°F	37.2°C 99°F	40.6°C 105°F	44.4°C 112°F	48.9°C 120°F	54.4°C 130°F
<b>30%</b>	19.4°C 67°F	22.8°C 73°F	25.6°C 78°F	28.9°C 84°F	32.2°C 90°F	35.6°C 96°F	40.1°C 104.2°F	45°C 113°F	50.6°C 123°F	57.2°C 135°F	64.4°C 148°F
<b>40%</b>	20°C 68°F	23.3°C 74°F	26.1°C 79°F	30°C 86°F	33.9°C 93°F	38.3°C 101°F	43.3°C 110°F	50.6°C 123°F	58.3°C 137°F	66.1°C 151°F	
<b>50%</b>	20.6°C 69°F	23.9°C 75°F	27.2°C 81°F	31.1°C 88°F	35.6°C 96°F	41.7°C 107°F	48.9°C 120°F	57.2°C 135°F	65.6°C 150°F		
<b>60%</b>	21.1°C 70°F	24.4°C 76°F	27.8°C 82°F	32.2°C 90°F	37.8°C 100°F	45.6°C 114°F	55.6°C 132°F	65°C 149°F			
<b>70%</b>	21.1°C 70°F	25°C 77°F	29.4°C 85°F	33.9°C 93°F	41.1°C 106°F	51.1°C 124°F	62.2°C 144°F				
<b>80%</b>	21.7°C 71°F	25.6°C 78°F	30°C 86°F	36.1°C 97°F	45°C 113°F	57.8°C 136°F					
<b>90%</b>	21.7°C 71°F	26.1°C 79°F	31.1°C 88°F	38.9°C 102°F	50°C 122°F						

The following links may be used to help in the management of these policies:

- [Canadian Health Guidelines](#)
- [Public Weather Alerts for Canada](#)

**Thank all volunteers, players, vendors and sponsors**

**GOOD LUCK!**